

Guidance for Employee Flexible Work Schedules

Definitions

Flexible Work Schedule

A flexible work schedule refers to a schedule which allows employees to start and finish their workday outside of a 9-5 window (for example, an 8-4 or 10-6 schedule). A flexible work schedule may also include an element of remote work.

Hours of Work Policy

The University will approve flexible work schedules that are consistent with the needs of the employee and, importantly, the needs of the work unit. Of course, every office or work unit has different time demands, and every position has unique responsibilities that may or may not be suitable for a flexible work schedule. As a result, the responsibility for recommending a flexible work schedule rests with the work unit manager for approval by the appropriate Vice President or Dean and the Human Resources Department. The Human Resources Department is available to assist employees, managers, or department heads with regard to particular flexible work schedule requests.

Employee Eligibility

Candidates for a flexible work schedule must:

- have worked at Boston College for at least six months and completed their probationary period,
- possess good time-management and organizational skills,
- be self-motivated, self-reliant, and disciplined,
- be in good standing in their current position, and
- complete a review of their flexible work schedule on at least an annual basis (or more as necessary and appropriate).

Employees with a flexible work schedule must have the support of their supervisor and area Vice President or Dean. It shall be the responsibility of the employee's supervisor and Vice President or Dean to equitably consider, assess, and evaluate the implications of each request for and management of a flexible work schedule.

Position Eligibility

Not all jobs can be performed from off-site locations or outside of regular business hours. In general, positions with primary responsibilities that require face-to-face interaction, a physical presence on campus, or work during normal business hours are not suitable for a flexible work

schedule. Supervisors of employees working a flexible schedule must be able to effectively supervise projects and work related to the role.

Other Requirements

Although not all jobs can be performed satisfactorily from other locations, Boston College recognizes that, in some cases, flexible work can provide a mutually beneficial option for both Boston College and employees. While there will be different circumstances that are a best fit for each department, the following basic requirements must be met:

- Employees should not, except in special circumstances approved by the Vice President for Human Resources, be working a fully remote schedule.
- Employees must be able to carry out the same duties, assignments, and other work obligations at their home office as they do when working on campus.
- Employees must be available to their supervisors and co-workers during business hours, including having their office phone forwarded to a cell phone.
- Employees must be available to attend scheduled meetings and participate in other required office activities on campus as needed.
- Employees must arrange for childcare during their work hours.
- In no case should a flexible work schedule compel extensions of work which result in compensatory time or overtime pay.

Equipment/Furnishings/Office Supplies

Boston College does not provide employees working remote or flexible hours with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner.

Request Process

Flexible work schedules must be endorsed by the employee's supervisor and approved by the Vice President or Dean, on a case-by-case basis. Flexible work might not be feasible within some departments or for certain positions within a department.

If a flexible work schedule is approved, it is subject to an initial trial period during the first two months, and should be evaluated at least annually thereafter (or sooner as necessary and appropriate) during an employee's performance review.

Employees interested in flexible work schedules should discuss the matter with their supervisor and complete a [Flexible Work Agreement Form](#). The form should be signed by the employee's

supervisor and Vice President, Dean, or designee and submitted to Human Resources for final approval.

Other Requirements/Restrictions

Boston College has the right to cancel or suspend employee flexible or remote work schedules at any time. A flexible work schedule is not a right of employment. It is established at the discretion of the employee's supervisor and the designated approver(s), and may be subject to change.

While on a flexible work schedule, covered employees must continue to comply with all applicable University policies and conduct rules, including ITS security policies, and are expected to perform all responsibilities as they otherwise would under a standard working arrangement.